



Applying for Permits Online

FOR CONTRACTORS



City Of Countryside Community Development

Richard Trent – Planning Manager

Steve Norman – Building Clerk

Steve Tisinai – Building Official

Jerry Fuscone – Code Enforcement

TX: (708) – 354-1860

Fax: (708) 354-9445

Developed by



FOR MORE INFORMATION CONTACT:
Community Development
(708) 354-1860
Fax: (708) 354-9445
building@countryside-il.org

City of Countryside
5550 East Avenue
(708) 354-7270
www.countryside-il.org

Online Payments

Once your application has been processed, you can pay your invoice(s) online from the “View My Activity” Screen

Make a Payment on Invoices
Building Department Online Payment Service

Property: 00-00-00-000-000

Name & Address Information Building Department Data Current As Of: 02/10/2014
BUESSER, BUESSER, BLACK, LYNCH,
4190 TELEGRAPH ROAD-STE 2000
BLOOMFIELD HILLS, MI 48302

Pay Invoices on this Property

Check the box or boxes of the payment(s) you are making. Verify the Total at the bottom of the Pay Record column, then click the **Make Payment** button.

Record	Record Type	Invoice #	Amount Due	Pay Record?
PCODE95-054	Permit	00028232	\$52.92	<input type="checkbox"/> Pay this Invoice
PD02-0024	Permit	00028472	\$30.00	<input type="checkbox"/> Pay this Invoice

When you have chosen the invoice(s) to pay, you will be redirected to the municipality's third party payment website

OFFICIAL PAYMENTS

VISA, MasterCard, American Express, Discover, MoneyOrder, ACH, BillPay, eCheck

Home, Receive a Quote, Help, Special Offers, My Account

My Account
Log In (Optional)
Log in for expedited access to our enhanced payment services.
Email Address:
Password:
Outlets:
Specials (Special Packages?)

Make A Payment
Summit County Division of Building Standards, OH
Building Department Fee

This payment service is offered by Official Payments Corporation as authorized by the entity in which you are making a payment. Please confirm your payment amount, convenience fee and total (if applicable). Review the Terms and Conditions below and click "Accept" to proceed with your payment. Click "Decline" button to return to the beginning of the payment process.

* Do not use your browser's "Back" button. Instead, navigate using the buttons below.

Payment Type:	Building Department Fee
Payment Amount:	\$52.92
Service Fee:	\$1.50
Total Payment:	\$54.24

Official Payments Terms and Conditions:
Official Payments Corporation charges a service fee to use this service to make the payment outlined above. This fee is separate from the primary obligation you are paying. This service fee is included in the "Total Payment" line above.
Completion of a payment transaction is contingent upon both the authorization of payment by your card company and acceptance of your payment (and, if applicable, your tax return filing) by the government's authority or other entity you are paying.

Printer Friendly

Decline Accept

Once completed, you can then print the confirmation, exit the webpage, or apply for another permit

STEP 1: Select a Property

You can search by Address, Parcel Number, or Owner Name

Apply for a Permit
Submit a permit application online.

Select a Property | Enter Permit Details | Enter Applicant Information | Estimate Fees

Step 1: Select a Property

Property Search

Search By: Address

Search For: 100

Search

Owner Name	Address	Parcel Number
Oakland County	100 Conversion Property, Novi, MI 48375	00-00-00-000-000
KLAPHAKE, ERIK & BAGNASCO, JENNIFER	100 PENHILL ST, NOVI, MI 48377	50-22-03-151-008
SCHLESSMAN, RODNEY W	100 PLEASANT COVE DR, NOVI, MI 48377	50-22-10-277-018

STEP 2: Enter Permit Details

Choose the permit type, input the work description and pick the Basic Usage (if applicable)

Apply for a Permit
Submit a permit application online.

Select a Property | Enter Permit Details | Enter Applicant Information | Estimate Fees

Step 2: Enter Permit Details

Enter the type of permit for which you wish to apply:

Building Residential

Please describe the work to be done in detail:

Enter Work Description Here...

Back Next

STEP 3: Enter Applicant Info

Verify your contact information and choose the parties to receive e-mail notifications when the permit's status changes

Apply for a Permit
Submit a permit application online.

Select a Property | Enter Permit Details | Enter Applicant Information | Estimate Fees

Step 3: Enter Applicant Information

Verify your contractor information and select the licensee who will be doing work on the permit (if necessary).

Verify Contractor Information

Name: BrianContracting
Address: BSA SOFTWARE BATH, MI
Phone: (517) 641-8900
Federal ID: 123456789

Update Contractor Information

Select Parties to Notify

Select one or more email addresses to include in notifications regarding permit application updates.

Name	Email Address
Brian Powell	BrianContractor@Email.com

Back Next

STEP 4: Estimate Fees

Locate the fees needed for the permit and enter the quantity

Apply for a Permit
Submit a permit application online.

Select a Property | Enter Permit Details | Enter Applicant Information | Estimate Fees

Step 4: Estimate Fees

Estimate your permit fees by filling out the below information as accurately as possible. Note that the fees will be reviewed by department personnel, and appropriate adjustments may be made.

Fee Description	Details	Quantity	Total Fee
Application Fee	Enter quantity:	1	\$30.00
BOCA Review	Enter quantity:	0	\$0.00
Contractor Registration	Enter quantity:	1	\$15.00
Inspection - Final	Enter quantity:	0	\$0.00
No additional fees found.			
Total Estimated Fees:			\$45.00

Back Finish

STEP 5: Attachments

Some permit types may allow, or even require an attachment

While not applicable for all applications, this can be used to submit any relevant plans or images for the permit.

Contractor Application for Permit
Submit a permit application online.

Select a Property | Enter Permit Details | Enter Applicant Information | Estimate Fees | Add Attachments

Step 5: Add Attachments

If you have any files or attachments that will be required for the approval of your Permit (required plan documents or other relevant materials) click the button below to browse your computer and attach them to your application. Please note: If you fail to submit required plan documents, your application may be delayed or denied.

Select...

Back Finish

Successful Permit Application

You will receive a summary confirmation screen at the end of the permit application indicating a successful application

Application Submitted Successfully

Your application is awaiting review by building department staff. You will receive an email notice when the application has been processed.

Application Date: 02/02/2014
Permit Type: Electrical
Email Address: bsacontractor@bsa.com
Address: 1 Conversion Property
Parcel Number: 00-00-00-000-000
Total Estimated Fees: \$2.00
This amount is subject to change based on permit application review or subsequent inspections.

Apply for another permit: on 1 Conversion Property | on a different property

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